

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 1166 **TITLE:** DIRECTOR OF TRANSPORTATION **GRADE:** E-12

DEFINITION:

Under policy and administrative direction, to plan, direct and administer the activities of the County's Office of Transportation; and to do related work as required.

TYPICAL TASKS:

General supervision and administration of the activities in the Office of Transportation;
Directs the preparation of various analyses and studies towards accomplishing specific agency objectives or towards responding to requests made by the Board of Supervisors;
Participates with Board members and/or County Executive's Office in discussions and negotiations on various transportation issues, including General Assembly activities;
Upon direction of the Board, represents the County at public meetings or hearings on transportation matters;
Reviews all analyses and reports prepared for action by the Board of Supervisors;
Upon request, speaks to various business and civic groups on transportation issues;
Actively participates in negotiations at WMATA on the Metrobus and Metrorail capital programs;
Develops and administers agency's annual operating budget;
Coordinates project planning with the Virginia Department of Highways and Transportation and the Washington Metropolitan Area Transit Authority;
Oversees project planning for highway improvements funded through the County's general obligation bond program.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of the principles and methods of transportation planning, analysis, operations, budgeting, financial and organizational management;
Ability to plan, organize, direct and manage the activities of the Office of Transportation within the framework established by policy and administrative direction;
Ability to establish and maintain effective relationships with elected officials, citizen groups, boards, commissions and other agencies.

EMPLOYMENT STANDARDS:

Any combination of education and experience equivalent to graduation from a four year college or university with a degree in civil engineering/transportation, financial management or a closely related field and six years of progressively responsible relevant experience including four years in a responsible administrative capacity; graduate degree in civil engineering/transportation preferred.

August 2, 1982